

REGULATION

PERSONNEL  
1954

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POSITION ANALYSIS

CONTENTS

	Page
GENERAL . . . . .	
DEFINITIONS . . . . .	
POLICY. . . . .	
RESPONSIBILITIES. . . . .	
PREPARATION OF POSITION DESCRIPTIONS. . . . .	
POSITION STANDARDS. . . . .	

1. GENERAL

This Regulation states Agency policy and procedures with respect to obtaining and recording basic occupational information about Agency positions. The Regulation is applicable to all civilian and military positions in the Agency.

2. DEFINITIONS

a. POSITION

A group of duties and responsibilities which have been established by competent authority for performance by one employee and approved as part of an authorized Table of Organization.

b. POSITION DESCRIPTION

A current and accurate statement of the duties and responsibilities, general information, and evaluation factors, including qualifications requirements, existing within a given position. All pertinent information and evaluation material developed through position analysis will be recorded in official position descriptions.

c. POSITION STANDARD

A statement of the duties and responsibilities, occupational information, position-evaluation factors, and qualification requirements developed as a uniform guide for use in the classification of positions within a given group and for use in evaluating the qualifications of candidates for such positions. The statement of qualification requirements applicable to the group of positions is an integral part of the position standard.

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REGULATION

PERSONNEL

25X1A

25X1A

2. QUALIFICATION REQUIREMENTS

A statement, in a position description or position standard, reflecting the knowledge, skills and abilities, work experience and education, physical requirements, personal characteristics, and special qualifications required for a given position or group of similar positions.

3. POSITION ANALYSIS

The systematic study of positions for the purpose of recording the total position information essential for personnel administration and management.

4. POSITION ANALYSIS SURVEY

The analysis of a group of positions selected on an organizational or an occupational basis.

5. POLICY

a. The objective of position analysis is to obtain and record in position descriptions detailed occupational information in a systematic manner as a tool of personnel administration and management planning. Position analysis will be conducted on an integrated basis to provide position information for recruitment, placement, training, and management of personnel and for position classification purposes.

b. Descriptions of positions having similar duties and responsibilities and similar qualification requirements will be combined to form position standards. Such standards are intended to aid in establishing a common understanding throughout the Agency as to methods and guides used for the classification of positions into occupational groups and pay levels and to establish agreement between operating officials and the Office of Personnel as to standards to be used in establishing qualification requirements.

c. The qualification requirements stated in position descriptions will represent agreement between the Office of Personnel and the operating component concerned as to the qualifications required of an employee for appointment, promotion, or reassignment to positions described and will serve as the basis for qualifications approval in such actions.

6. RESPONSIBILITIES

a. The preparation and maintenance of accurate and current position descriptions and position standards is a joint responsibility of the Assistant Director for Personnel and supervisory officials of the Agency.

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25X1A

25X1A

PERSONNEL

- (1) The Assistant Director for Personnel is responsible for the collection, recording, and coordination of position information and for the technical adequacy and evaluation of such information. He will provide for the publication of position standards and position descriptions for the information and guidance of supervisory officials.
  - (2) The extent of participation by supervisory officials and individual employees in the preparation of position descriptions will be agreed upon in each case by the Office of Personnel and the component concerned.
- b. Official position descriptions and position standards will require the approval of the Assistant Director for Personnel or his designee and of the operating officials having supervisory control over the position described. Generally, the immediate supervisor of the position and his immediate superior will be authorized to act as the approving operating official. However, this authority may be limited at the discretion of the Assistant Directors of the Deputy Director (Intelligence), Chiefs of Administrative Offices of the Deputy Director (Administration), Chiefs of Senior Staffs and Area Divisions of the Deputy Director (Plans), the Director of Training, and the Assistant Directors for Communications and Personnel.

## 5. PREPARATION OF POSITION DESCRIPTIONS

### a. TIME OF PREPARATION

Position descriptions will be prepared as required:

- (1) To support individual requests for changes in existing grade structure which involve material changes in the duties and responsibilities or qualification requirements of a position.
- (2) In connection with proposals for new or revised tables of organization.
- (3) In the course of conducting position analysis surveys.

### b. FORMAT

Position descriptions will be prepared in accordance with the instructional "Guide for Writing Position Descriptions" (Figure 1) and will be recorded on Form No. 37-178, Position Description.

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25X1A

25X1A

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c. DUTIES AND RESPONSIBILITIES TO BE DESCRIBED

(1) In general, only "major duties and responsibilities" will be included in a position description. A "major duty or responsibility" is one which meets all three of the following requirements:

- (a) It must be reflected in or affect the qualifications required by the position,
- (b) It must be reasonably certain of periodic recurrence, and
- (c) It must occupy a "reasonable amount" of the employee's time. No fixed definition of "reasonable amount of time" will be adopted. When a problem involving this determination is encountered, it will be treated on the basis of the individual case and will be resolved by the Office of Personnel.

(2) Anticipated duties and responsibilities may be included when necessary to facilitate staffing plans, but only in those cases in which performance at the level described can be expected to occur within a reasonable period of time (6 to 12 months).

d. QUALIFICATION REQUIREMENTS TO BE DESCRIBED

(1) Information as to the knowledges, skills, abilities, education and experience, physical demands and personal characteristics required for the performance of the duties of the position will be stated in the position description.

(2) Generally, the qualification information stated in the position description will represent minimum qualification requirements. Additional information as to desirable qualifications may be included. However, those requirements which are considered by agreement between the operating officials concerned and the Office of Personnel as prerequisite to assignment to the position should be set as the minimum.

6. POSITION STANDARDS

a. DEVELOPMENT

(1) The development and issuance of position standards will normally be preceded by position-analysis studies or surveys sufficient to establish a pattern for the series of positions in question, or to represent known classification situations which can be documented from general personnel research sources.

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REGULATION

PERSONNEL

25X1A

25X1A

- (2) Proposed position standards will be coordinated in the course of their development with the appropriate operating official in accordance with paragraph 4b above.

7. PUBLICATION AND DISTRIBUTION

(1) PUBLICATION

Position standards, as developed, will be submitted by the Assistant Director for Personnel for publication in [ ] Position Standards. Revisions and refinements of published standards and new information regarding position standards will be published periodically as changes [ ] on the basis of the recommendations made by users and the results of periodic position-analysis surveys.

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(2) DISTRIBUTION OF POSITION STANDARDS

Position standards will be distributed to the Deputy Directors, the Director of Training, the Assistant Directors for Communications and Personnel and to the heads of their components who have jurisdiction over the positions covered. Position standards for sensitive positions will be distributed separately on a limited basis.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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D. K. WHITE  
Acting Deputy Director  
(Administration)

DISTRIBUTION: AB

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